

Council/Agency Meeting Held: _____		City Clerk's Signature
Deferred/Continued to: _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Denied
Council Meeting Date: 11/21/2005	Department ID Number: CS05-029	

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: JIM B. ENGLE, DIRECTOR, COMMUNITY SERVICES

SUBJECT: APPROVE SOLE SOURCE PROCUREMENT OF LIFEGUARD TOWERS AND TOWER BASE EQUIPMENT

RECEIVED
 2006 NOV 16 PM 1:43
 CITY CLERK
 CITY OF
 HUNTINGTON BEACH

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: Administrative Regulation No. 229 requires City Council approval for all sole source procurements over \$50,000. The Community Services Department is requesting approval of sole source procurement for purchase and installation of city beach lifeguard towers and tower base equipment.

Funding Source: Funds are part of the FY 05/06 budget, in Non-Departmental, Community Services Equipment Replacement, Marine Safety, General Equipment Account 10040207.83700.10045207c (\$73,219) for purchase and installation of two (2) lifeguard towers and one (1) tower base.

Recommended Action: Motion to:

Approve sole source procurement from Industrial Design Research for purchase and installation of two city beach lifeguard towers and tower base equipment at a cost of \$73,219.

Alternative Action(s): Do not approve the sole source procurement for purchase and installation of lifeguard towers and tower base equipment, and direct staff on how to proceed.

Analysis: In approximately 1994, the city completed an extensive replacement program for the twenty-two lifeguard towers located on the city's beach. At the onset of the replacement program, the city elected to replace the existing wooden lifeguard towers with pre-fabricated fiberglass structures. This decision was based on competitive pricing, product quality and a reduction of time and costs associated with the maintenance of wooden structures.

E-4

REQUEST FOR ACTION

MEETING DATE: 11/21/2005

DEPARTMENT ID NUMBER:CS05-029

Exposure to the sun and marine environment, and in some cases more than fifteen years of use, has caused the steady deterioration of the fiberglass towers. Because of corrosion and normal wear and tear, some of the lifeguard towers are now damaged beyond repair.

The city went out to bid for lifeguard towers in FY 03/04. The only respondent was Industrial Design Research. Further investigation indicated that Industrial Design Research is the only known designer and manufacturer of pre-fabricated fiberglass observation towers within the United States. Industrial Design Research presently sells products to the Federal Park Systems, cities, counties and state agencies in California, Florida, Hawaii and the United States Military.

In order to improve workplace and public safety, minimize costs, complete replacement in a timely manner and maintain consistency in lifeguard towers, staff is recommending purchase of lifeguard towers and tower bases through Industrial Design Research.

Environmental Status: N/A

Attachment(s):

City Clerk's Page Number	No.	Description
	1.	Sole Source Justification

E-4.2

ATTACHMENT #1

E-4.3

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OR
OP/OC

SOLE-SOURCE JUSTIFICATION

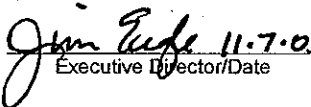
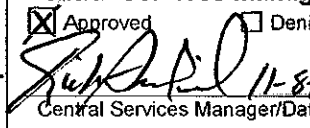

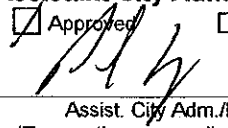
For use on all goods and services acquisitions.

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information		
Requestor Name: Kyle Lindo	Division Manager: Kyle Lindo (Type names. Do not sign.)	
Department: Community Services	Department Head: Jim B. Engle (Type names. Do not sign. Must be same as signature below.)	
Department Contact Information		
Contact Name: Kyle Lindo	Street Address:	
Telephone: (714) 536-5283	Shipping Address:	
FAX: (714) 374-1500		
Cellular phone: (714) 856-9942		
Required Contact Information		
Contractor/Supplier Name: Industrial Design Research		
Contractor/Supplier Address: 3121 West Central Avenue, Santa Ana, CA 92704		
Original Contract Amount:* \$73,219.83 (*Includes original contract and previously approved amendments)	Amendment Amount:* (if applicable) \$ (*Current amendment only)	New Contract Amount: * \$ (*Includes original contract and all amendments, including current amendment)

Provide a brief description of the acquisition, including all goods and/or services the contractor will provide:
(2) SURVEYOR SR "Lifeguard Towers" and stainless steel support structures (1) "Lifeguard Tower" stainless steel support structure Services include design per specification, delivery and installation. Services do not include disposal.

Contract Type and Term		
Contract Type: Select One: <input type="checkbox"/> Goods <input type="checkbox"/> Service <input type="checkbox"/> Goods & Services	Contract Term: Begin: _____ End: _____	What account number will be used to purchase Bus Unit _____ Obj. Code _____

Required Approvals			
Department Head <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  11-7-05 Executive Director/Date	Central Services Manager <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  11-8-05 Central Services Manager/Date	Administrative Services Director. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  11-9-05 Adm. Services Dir. /Date	Assistant City Administrator <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  Assist. City Adm./Date (Transactions exceeding \$50,000 must be council approved)

Remit completed form to:

Central Services Division
2000 Main St, Huntington Beach, CA 92648

E-4.4

Complete responses must be provided for all of the following items.

A. THE GOOD/SERVICE REQUESTED IS RESTRICTED TO ONE SUPPLIER FOR THE REASONS STATED BELOW:

1. Why is the acquisition restricted to this goods/services/supplier?

(Explain why the acquisition cannot be competitively bid.)

Industrial Design Research is the only known designer and manufacturer of pre-fabricated fiberglass observation towers within the United States.

2. Provide the background of events leading to this acquisition.

Industrial Design Research is the manufacturer of existing city lifeguard towers. In a previous bid for support structures, Industrial Design Research submitted the only bid. Funds are available for the replacement of two (2) lifeguard towers and one (1) support structure via the city's equipment replacement program.

3. Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)

Industrial Design Research provides observation towers for Federal Park Systems, cities, counties and state agencies in California, Florida, Hawaii and the United States Military. Industrial Design Research holds patents for components of observation towers.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

Replacement options include the construction and maintenance of wooden observation structures as done by the city two decades ago. Replacement towers would not be consistent with remaining twenty lifeguard towers. Time required to locate and/or construct alternative may result in use of existing equipment.

5. What market research was conducted to substantiate no competition, including evaluation of other items considered?

(Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The names and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Previous search by Purchasing yielded only Industrial Design Research.

B. PRICE ANALYSIS

1. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

In FY 03-04, the city conducted and awarded the bid to replace support structures was to Industrial Design Research. Costs for current equipment have not risen extraordinarily since the previous bid.

2. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Start-up and maintenance costs, associated with the design and construction of a suitable replacement, are avoided.

E-4.5